10 November 1977

MEMORANDUM FOR: Director of Data Processing

THROUGH   : Executive Officer

FROM   : ███████████████ Jr.   STATINTL
                    Chief, Administrative Staff, ODP

SUBJECT   : Admin Staff Weekly Report
                    7-11 November 1977

1. PROGRESS ON OVERDUE FITNESS REPORTS

    The 1 November 1977 listing from the Office of Personnel
on delinquent Fitness Reports shows that ODP has only seven
Fitness Reports from three to six months overdue. All
supervisors who owe Fitness Reports have been notified.
It should be noted that seven is a vast improvement from
a few months ago but we should be working toward zero.
Please submit all overdue reports as soon as possible.

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2. PERFORMANCE EVALUATION

    DDA Administrative Notice No. 77-8, Performance Evaluation-
Fitness Report, will be circulated during the next week. All
supervisors and employees should be aware of this notice. If
STATINTL you have any questions please call ██████████ X4502.

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3. SPACE

         a. CAMS - We participated in a meeting with OD&E
    to explore the possibility of finding space for CAMS
STATINTL at OD&E's projected addition to their facilities at
         ████████. It was agreed that if OD&E got the approval
    to go ahead with their plans on 15 November it would
STATINTL be possible to incorporate CAMS' requirements in their
    approval. ██████████████████████ will draw up those
    requirements during the next two weeks for presentation
    to OD&E. The requirements for "stand-alone" CAMS
    facilities outside the Headquarters Building will pre-
    sumably be larger than the 9000 square feet of space
    currently projected for CAMS at Headquarters. ██████STATINTL

b. SAFE/SPS - We met with SPS to coordinate our approach to requesting space for SAFE at Headquarters. Admin Staff will draft a memo to Mr. May describing the alternatives considered and suggesting action. The draft memo will be sent to SPS NLT 18 November for coordination. The target for the final memo is 28 November.   STATINTL

4. ACCOUNTABLE PROPERTY INVENTORY

We completed our physical inventory of the SPD, Engineering and Support Staff areas. This leaves Production and Operations Division for next week.   STATINTL

5. CONSOLIDATED FUND CAMPAIGN

All envelopes have been returned. ODP reached 89.8% of it's goal for this year.   STATINTL

5. TRAINING

a. B Division presented its Systems Definition Study of our proposed new automated training record and management system. Their conclusion was that the new systems should be developed using RAMIS at an estimated cost of $7,000 and roughly 70 man days. We eagerly accepted the proposal and have begun to provide detailed descriptions of the various systems input elements, report formats, etc. While the new system was conceived as being primarily of assistance to the Admin Staff for record keeping and responding to reporting requirements, it appears to have great potential value to managers for thier own on-line use in determining the training needs of their components. We have been asked to describe our new system for inclusion in the "Statement of DDA ADP Systems and Activities".   STATINTL

b. The MZ Career Board met to decide who will be this year's candidates for the various OTR courses, which courses merit an exclusive ODP running, and how best to meet the the training goals to which we committed ourselves in the APP, PDP, and EEO Plan. An MZ Career Board meeting will be scheduled during the week of 28 November to discuss the interrelationship of the various OTR offerings, the type of student sought for particular offerings, and the points to be emphasized and general thrust and timing of the special runnings of Career Counseling, Performance Evaluation, and MBO workshops which we hope to provide this year. Our objective is
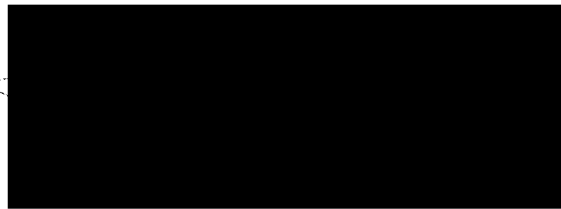
a meaningful master training plan. Once we have finaliz-
ed it, individual Board members will announce who has
been selected for particular courses for the coming
year.   STATINTL

6. <u>GOING TO A CONFERENCE OR EXTERNAL TRAINING?</u>

Anyone who intends to attend either external training
or a conference should make sure he knows whether he is re-
quired to self-enroll and draw an advance of funds to pay
for his registration. Don't ever assume someone else is
taking care of it for you. If you aren't sure, ask us.
We'll track it down and tell you exactly what steps to
take. The normal procedures is to send a form 136 Request
for Training to OTR for approval together with a form 281
Request for Advance. Check with us first so you won't be
embarrassed.   STATINTL

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